

Checklist of Documents for GIS Registry Packet

PUB-RR-688

April, 2006

Include with closure request – please assemble in this order. *This checklist applies to closure requests for sites with groundwater exceeding ch. NR 140 standards and/or soil contamination exceeding ch. NR 720 generic or site specific residual contaminant levels (RCLs).*

- ☐ **One-time fee of \$250.00 for groundwater, and/or \$200 for soil**, for each case closed, for maintenance of the registry.
- ☐ **Copies of the most recent deed** including legal descriptions, for all properties within or partially within the contaminated site boundaries. (Note: If a property has been purchased with a land contract and the purchaser has not yet received a deed, a copy of the land contract which includes the legal description shall be submitted instead of the most recent deed. If the property has been inherited, written documentation of the property transfer should be submitted along with the most recent deed.)
- ☐ **A copy of the certified surveyed map or the relevant section of the recorded plat map** for those properties where the legal description in the most recent deed refers to a certified survey map or a recorded plat map. (lots on subdivided or platted property (e.g. lot 2 of xyz subdivision))
- ☐ **Parcel identification number for each property**, if the county in which the property is located uses parcel identification numbers.
- ☐ **Geographic position** of all properties within or partially within the contaminated site boundaries. *The coordinates need to be for a spot located at least 40 feet inside the property boundary. Refer to NR 716.15(2)(d)7, and (k). The coordinates must be in WTM91 projection. See the following WDNR website address for assistance: <http://dnr.wi.gov/org/aw/rr/gis/index.htm>, under Frequently Asked Questions.*
- ☐ **A location map** which outlines all properties within the contaminated site boundaries on a U.S.G.S. topographic map or plat map in sufficient detail to permit the easy location of all parcels. If groundwater standards are exceeded, the map must also include the location of all municipal and potable wells within 1200 feet of the site. (If only one parcel, combine with next item.)
- ☐ **A map of all contaminated properties within site boundaries**, showing buildings, roads, property boundaries, contaminant sources, utility lines, monitoring wells and potable wells. This map shall also show the location of all contaminated public streets, and highway and railroad rights-of-way in relation to the source property and in relation to the boundaries of groundwater contamination exceeding ch. NR 140 enforcement standards, and/or in relation to the boundaries of soil contamination exceeding generic or site-specific residual contaminant levels as determined under s.. NR 720.09, 720.11 and 720.19.
- ☐ **A table of the most recent analytical results, with sample collection dates:** from all monitoring wells, and any potable wells for which samples have been collected **for groundwater**, and/or showing results for all contaminants found in pre-remedial sampling and in the most recent soil sampling event, **for soils** (without shading/crosshatching).



Wisconsin Department of Natural Resources
P.O. Box 7921, Madison, WI 53707
<http://dnr.wi.gov/org/aw/rr>



- ☐ **An isoconcentration map, if required as part of the site investigation (SI),** of the contaminated properties within the site boundaries. The map should include the areal extent of groundwater contamination exceeding PALs and ESs, groundwater flow directions based on the most recent data, and sample collection dates. **If an isoconcentration map was not required as part of the SI, substitute a map showing the horizontal extent of contamination,** based on the most recent data.
- ☐ **A table of the previous 4 water level elevation measurements from all monitoring wells,** at a minimum, with the date measurements were made, is to be included. If present, free product is to be noted on the table. In addition, **a groundwater flow direction map,** representative of groundwater movement at the site. If the flow direction varies by more than 20° over the history of the site, 2 groundwater flow maps showing the maximum variation in flow direction are to be submitted
- ☐ For sites closing with residual soil contamination, include **a map showing the location of all soil samples and a single contour** showing the horizontal extent of each area of contiguous residual soil contamination that exceeds generic or site specific residual contaminant levels.
- ☐ **A geologic cross section, if required as part of the SI,** showing vertical extent and location of residual soil contamination exceeding generic or site specific RCLs and residual groundwater contamination, source extent and location; isoconcentrations for all groundwater contaminants that exceed PALs that remain when closure is requested; water table and piezometric elevations, and the location and elevation of geologic units, bedrock, and confining units, if any.
- ☐ **A statement signed by the responsible party, which states that he or she believes that the legal descriptions attached to the statement are complete and accurate.** *(The point here is that the legal descriptions are describing the correct (i.e. contaminated) properties.)*
- ☐ **A copy of the letters sent by the RP to all owners of properties with groundwater exceeding ESs** as required by s. NR 726.05(3)(a)4.g. Letters sent to off-source properties must contain standard provisions in Appendix A of ch. NR 726. *(Off source properties are listed separately with a link to the source property.)* If the source property is owned by someone other than the person who is applying for case closure, a copy of the letter notifying the current owner of the source property that case closure has been requested should also be included.
- ☐ **A copy of all written notifications provided (to city/village/municipality/state agency or other responsible for maintenance) of a public street or highway or railroad right-of-way,** within or partially within the boundaries of the contaminated site, for contamination exceeding groundwater ESs and/or soil exceeding generic or site specific RCLs.
- ☐ **A list of addresses for all off-source properties** affected by residual soil or groundwater contamination exceeding applicable standards.

This document contains information about certain state statutes and administrative rules but does not necessarily include all of the details found in the statutes and rules. Readers should consult the actual language of the statutes and rules to answer specific questions.

